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*Committee 2*

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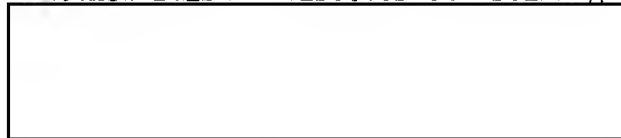
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14 December 1951

MINUTES OF 11th CAREER SERVICE COMMITTEE MEETING

10 December 1951 - 4:00 P.M.

Present: F. Trubee Davison - AD/Personnel  
 Matthew Baird - Director of Training



1. The minutes were approved with the following correction:

"The tentative drafts of the Selection Criteria Working Group, 'Selection Criteria for Participation in CIA Career Service Program' and 'Centralization of Selection for Participation in the CIA Career Service Program', were examined, briefly discussed, and approved for circulation subject to further revision by the Working Group".

2. No specific action was taken on the Statement regarding Personnel Policy.

3. Item 3 on the Agenda (i.e. the question of installing the Career Service Program simultaneously throughout the Agency versus running a pilot operation in one or more Offices of the Agency) was discussed. It was agreed that, in practice, a Career Service Program as such would undoubtedly have to be established on a gradual basis and that it probably would not be possible to make a single package of all of the procedures and policies that were involved. In view of this, and since it was believed that great damage would be done to the concept of a Career Service should it not be applied equally throughout the Agency, it was the unanimous opinion that this question should be resolved in favor of the attempt to install a Career Service Program simultaneously in all units of the Agency.

4. Item 4 of the Agenda (i.e. timing and phasing of job descriptions in relation to personnel qualification standards) was discussed. It was pointed out that it was very difficult to stabilize personnel qualifications in view of rapidly changing operating conditions and requirements. It was feared that a "bureaucratic" approach to the question might result in an inordinate volume of paper work. The matter was tabled, subject to further study and presentation of specific requirements and proposed procedures.

5. The progress being made by the Working Group on Employee Rating (item 5 on the Agenda) was noted.

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6. The proposed format for circulation of Working Group Summaries (attached to the Agenda) was approved, subject to minor amendments to be worked out later.

7. The next meeting will be held on Monday, 17 December 1951 at 4:00 P.M. in Room 115, North Building.

8. The Meeting adjourned at 5:15 P.M.



Executive Secretary

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